



Time Management



FILL THE HOURGLASS WITH ROCKS BASED ON WHAT YOU DID TODAY

[CLICK HERE TO
DOWNLOAD STONES](#)

PUT THESE STONES ON HOURGLASS IF YOU GET A TASK DONE (OR WHEN YOU SPEND CERTAIN AMOUNT OF TIME ON A TASK)

The hourglass is divided into two sections: NIGHT (top) and MORNING (bottom), separated by a vertical arrow pointing upwards. The top section contains stones labeled 'okay..' and 'improvement'. The bottom section contains stones labeled 'okay.', 'done', 'hmm', 'improvement', 'okay..', 'done', and 'done'. To the left of the hourglass, there is a 'DATE' field with '22 SEP' and a 'FEELING TODAY' field with a smiley face icon.

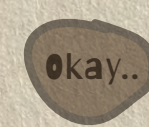
TASK A



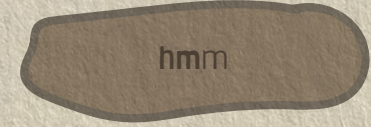
TASK B



TASK C



TASK D



• WHAT KIND OF TASK DID YOU SPEND THE LONGEST TIME TODAY?

• TODAY'S REFLECTIONS